



Australian Government
Department of Health

NSW Gifts and Benefits Register 2016-17

Date Approved	Gifter		Item					Custodial area			Purpose of gift being received	Other comments
	Organisation	Name	Title	Description	Value Per Unit	Quantity	Total Value	Division	Section	Contact Details		
21/10/2016	§ 33	§ 33	Dr	Hand towel	\$ 30	1	\$ 30	HSND	Executive	Emma Jobson	Stakeholder site visits in Canberra	Donated to staff rewards and recognition award
4/11/2016	§ 22, § 33	§ 33	Dr	Scarf	\$ 30	1	\$ 30	HSND	Executive	Emma Jobson	Stakeholder site visits in Canberra	Donated to staff rewards and recognition award
17/11/2016	§ 47G	§ 47F	Ms	Chocolates; mini calculator; handsanitiser	\$ 50	1	\$ 50	HSND	Community Programs	§ 22	Presentation given to § 47G	Donated to staff rewards and recognition award
18/12/2016				Christmas cup cakes	\$ 10	5	\$ 50	COO	Corporate Service	§ 22	Christmas gift to tenants	Provided to all staff
10/04/2017				Easter egg hamper	\$ 25	2	\$ 50	COO	Corporate Service	§ 22	Easter gift to tenants	Donated to § 22 fund raising
1/06/2017		§ 47F	Ms	Black tie	\$ 25	1	\$ 25	HSND	Regulatory Programs	§ 22	Attend 11th Birthday celebration of § 47G	
1/06/2017		§ 47F	Ms	Aboriginal scarf	\$ 25	1	\$ 25	HSND	Executive	Emma Jobson	Attend 11th Birthday celebration of § 47G	Donated to staff rewards and recognition award
28/08/2017				Wine and handmade coat hanger	\$ 31	1	\$ 31	HSND	Regulatory Programs	§ 22		
15/08/2017				Cheese knife and board	\$ 40	1	\$ 40	HSND	Community Programs	§ 22	Presentation given at § 47G conference	
15/09/2017				Wine and chocolates	\$ 25	1	\$ 25	HSND	Regulatory Programs	§ 22	Attend opening of § 47G	Shared with staff
15/09/2017				Wine and chocolates	\$ 25	1	\$ 25	HSND	Regulatory Programs	§ 22	a Attend opening of § 47G	Shared with staff
13/12/2017		§ 47F	Mr	David Jones Gift voucher	\$ 1,000	1	\$ 1,000	HSND	Regulatory Programs	§ 22	Provider thank you to team	\$1,000 gift voucher returned to provider as it is a conflict of interest
18/12/2017				Christmas cup cakes	\$ 10	5	\$ 50	COO	Corporate Service	§ 22	Christmas gift to tenants	Provided to all staff
							\$ -					
							\$ -					
							\$ 1,431					

This database shows all gifts and benefits, regardless of financial value, that have been received by the TGA and its employees. The revised gifts and benefits policy on 9 August 2013. This is updated as required, and may include multiple gifts or benefits. The First Assistant Secretary of Regulatory Practice and Support is made aware of all gifts that are included on the TGA

Date of declaration/ receipt of gift	Name of recipient	Organisation	Event	Description of gift	Estimated value
9-May-17	s 22	s 33	Visit to Australia - Presentation about compliance procedures	A small model tuk tuk made of metal	Less than \$50
3-Aug-17	s 22	s 33	Visit to Australia - Presentation about compliance procedures	Ornament in a glass case	Less than \$50
11-Aug-17	Avi Rebera	s 33	Visit to Australia - Presentation about compliance procedures	A4 local Indonesian artwork	Less than \$50
28 and 29 September 2017	s 22	s 47G	Training	Training course	2250
28 and 29 September 2017	s 22	s 47G	Training	Training course	2250
28 and 29 September 2017	s 22	s 47G	Training	Training course	2250
Oct-17	s 22	s 33	meeting with s 47G	Jade Elephant	\$100

employees after implementation
benefits for a given entry.
gifts and benefits register.

Location of gift	Authorised by
s 22 office - Corinna Street - Woden	David Weiss (FAS)
Glass cabinets - Symonston	Prof John Skerritt - Deputy Secretary
Glass cabinets - Symonston	Ross Hawkins (A/g FAS)
N/A	Ross Hawkins (A/g FAS)
N/A	Ross Hawkins (A/g FAS)
N/A	Ross Hawkins (A/g FAS)
Glass cabinets - Symonston	Nicole McLay)A/g FAS

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This database shows all gifts and benefits, regardless of financial value, that have been received by the TGA and its employees after implementation of the revised gifts and benefits policy on 9 August 2013. This is updated as required, and may include multiple gifts or benefits for a given entry. The First Assistant Secretary of Regulatory Practice and Support is made aware of all gifts that are included on the TGA gifts and benefits register.

Date of declaration/ receipt of gift	Name of recipient	Organisation	Event	Description of gift	Estimated value	Location of gift	Authorised by
14-Jun-18	HPRG Executive - Adj. Prof Skerritt	s 33	s 33 and his delegation attended the TGA as part of the DFAT funded Pacific Medicines Testing Program	Traditional s 33 wood carving of a canoe-prow figurehead	150	Deputy Secretary's office	RPSD FAS
12/09/2018	Regulatory Engagement and Planning Branch - Avi Rebera	s 33	Meeting with s 33	Universal Travel Adapter with s branding	25	Avi Rebera's office	RPSD FAS
2/10/2018	Regulatory Engagement and Planning Branch - s 22	s 33	Attachment training at TGA: regulation of cell, tissue and gene therapies / 27-31 August 2018	Wooden wall key holder with logo branding	< \$50	Cabinet near entry	RPSD FAS
7-Oct-18	Laboratories Branch - Biomaterials and engineering section - s 22	s 47G	s 47G 2018	The gift was of a monetary value and was declined.	\$0	N/A	RPSD FAS
7-Nov-18	Prescription Medicines Authorisation Branch - s 22	s 33	s 33 Benchmarking assessment at a formal ceremony at a formal ceremony	Jim Thompson handbag, small, canvas with elephants on it	120	TBC	RPSD FAS
15-Nov-18	Regulatory Engagement and Planning Branch - Avi Rebera	s 47G	s 47G	2x Wine Glasses with s 47G Logo	<\$10	Avi rebera's office	RPSD FAS
4-Dec	Regulatory Engagement and Planning Branch - Avi Rebera	s 47G	Branch Planning Session	Bottle of Farrah Estate shiraz wine	<\$25	Provided to the HPRG social club to be included staff raffle.	RPSD FAS
11-13 Dec	Medical Devices and Product Quality Division - Devices Clinical Section - s 22	s 33	s 33 Working group meeting	Portable speaker, tote bag embossed with meeting/ working group details	<\$10	s 22 office - TGA Symonston	RPSD FAS
21-Dec-18	Medical Devices and Product Quality Div., Laboratories Section - s 22	s 47G	Assisting s as a technical assessor during on-site assessments of Australian testing laboratories in the field of pharmaceutical microbiology.	One 340ml reusable plastic 'keep cup'	<\$16	s 22 office at FC-46	RPSD FAS

This database shows all gifts and benefits, regardless of financial value, that have been received by the TGA and its employees after implementation of the							
Date of declaration/ receipt of gift	Name of recipient	Organisation	Event	Description of gift	Estimated value	Location of gift	Authorised by
18-Mar-19	s 22	s 47G	Prize of s 47G awarded to the highest academic achieving student in s 47G	\$300.00	\$300.00	Held by staff member	RPSD FAS
27/03/2019	Avi Rebera and s 22	division of s 33	s 33 visit - Down scheduling and OTC labelling meeting	2x Starbucks you are here collection ornaments s 33 mini mugs and handkerchief	\$60.00	Regulatory Engagement and Planning Branch	RPSD FAS
28/06/2019	John Skerritt	s 33	Meeting with s 33	Clock – with s 33 logo and image of s 33 and cranes in gold and red	\$ 40.00	Deputy Secretary Office	RPSD FAS

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OGTR Gifts and benefits received

Date of Receipt	Nature of Gift	Recipient	Issue or Area of Interest	Action	Estimated Value of Gift	Entered By	Date
5-Jul-17	Logo Mug containing chocolates	s 22	s 47G	accepted	Approx \$8	s 22	5-Jul-17
23-Aug-17	Bottle of wine	s 22	s 47G	Donated to OGTR	Approx \$28	s 22	6-Sep-17
24-Aug-17	Bottle of wine	s 22	s 47G	Donated to OGTR	Approx \$28	s 22	6-Sep-17
1-Nov-17	Bottle of wine	s 22	s 47G	accepted	Approx \$20	s 22	8-Nov-17
21-Nov-17	Scarf	Raj Bhula	s 33	accepted	Approx \$20	s 22	7-Dec-17

			s 33				
21-Nov-17	Fan	s 22		accepted	Approx \$20	s 22	7-Dec-17
21-Nov-17	Fan	Michael Dornbusch	s 33	accepted	Approx \$20	s 22	7-Dec-17
21-Nov-17	Scarf	s 22	s 33	accepted	Approx \$20	s 22	7-Dec-17
21-Nov-17	Small cutlery set	s 22	s 33	accepted	Approx \$20	s 22	7-Dec-17
22-Nov-17	flights , accommodation, meals while at conference in Korea	s 22	s 33	accepted	approx \$2787	s 22	1-Dec-17
28-Nov-17	UV Toothbrush steriliser	s 22	s 33	accepted	Approx \$10	s 22	1-Dec-17
28-Nov-17	Portable Desk light	s 22	s 33	accepted	Approx \$33	s 22	1-Dec-17
28-Nov-17	Perpetual Diary	s 22	s 33	accepted	Approx \$10	s 22	1-Dec-17
1-Dec-17	Boxed Fan	s 22	s 33	accepted	Approx \$5	s 22	20-Nov-17

12-Dec-17	Grandma's Pudding - Traditional	Raj Bhula	s 47G	donated to social club	Approx \$40	s 22	12-Dec-17
12-Sep-18	Bottle of red wine	Raj Bhula	s 47G	donated to social club	Approx \$30	s 22	15-Sep-18
31-Oct-18	Flights to Seoul accommodation and meals	s 22	s 33	OGTR accepted	\$2,266.74	s 22	2-Jul-19
14-Dec-18	Grandma's Pudding - Traditional	Raj Bhula	s 47G	donated to social club	Approx \$40	s 22	14-Dec-18
1-Feb-19	bottle of red wine	s 22	s 47G	donated to social club	Approx \$40	s 22	5-Feb-19
31-Mar-19	Accommodation, conference registration, bottle of wine	s 22	s 47G	OGTR accepted	approx \$1240	s 22	2-Jul-19
31-Mar-19	overseas transport cost, accommodation meals and incidentals expenses for workshop	s 22	s 33 s 47G	OGTR accepted	\$4,050	s 22	2-Jul-19
3-Apr-19	bottle of wine	Raj Bhula Raj Bhula, s 22		donated to social club	Approx \$30	s 22	1-May-19
13-Jun-19	lunch		Crocodile farm that was visited as part of an inspection	accepted	approx \$60 total	s 22	26-Jun-19

		Raj Bhula, s 22					
28-Jun-19	lunch		s 22	consumed	approx \$60 total	s 22	1-Jul-19

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Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gift and Benefits Guideline and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

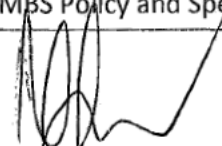
*Date gift or benefit received	23 March 2018	
*Gifter organisation or person	s 33	
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	Sponsor of travel to participate in national conference	
Item	*Description	Wall hanging – replica of cap ornaments for s 33 king and queen
	*Value per unit	\$50 AUS
	How was the value determined?	Reasonable estimate
	*Quantity	1
	*Total value	\$50 AUS
*Reason for accepting gift or benefit	Guest of s 33	I was presented the wall hanging as a gift.
*Recipient of gift or benefit	s 22	
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)	No	
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	Retained.	Displayed in Medical Benefits Division

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	s 22
Position title	Director
Section	Medical Specialist Services Section
Branch	MBS Policy and Specialist Services Branch
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	s 22 27 March 2018

Unit Head (refer to Gift and Benefits Guideline) to complete

Name	Natasha Ryan
Position title	Assistant Secretary
Division/Branch	MBS Policy and Specialist Services Branch
I agree that the above action is in accordance with the Guideline.	

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filling and retaining the original of this form in accordance with the Records Management Guidance.



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	24 September 2018
*Gifter organisation or person	s 33
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	Reputable and apolitical research organisation offered to pay for acceptance of its invitation to participate as a member of one of its steering committees, and to participate in and make a short presentation at an associated workshop.
Item	*Description Business class return air travel, 3 nights' accommodation, associated meals, and s 33 ground travel.
	*Value per unit s 33 (~AU\$12465.28 at 1:1.81 at 21 September 2018)
	How was the value determined? Quotes only provided for business class return air travel, other costs expected to be comparatively small.
	*Quantity One return business class air fare.
	*Total value Likely between AU\$12465.28 and AU\$13000.
*Reason for accepting gift or benefit	To attend, participate in and present at workshop, and to participate in steering committee.
*Recipient of gift or benefit	s 22
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)	The relationship between this research organisation and the Department was initiated over two decades ago via the TGA and any perception of a conflict of has been managed consistently since then. Officers linked to TAAD have mostly participated at annual workshops since 2009, adopting the same consistent approach to this management.
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	Not applicable.

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	s 22
Position title	Strategic Adviser, Evaluation
Section	HTA Improvement Section
Branch	OHTA Policy and Programs Branch
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	Sign/date s 22 21/09/2018

Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

Name	Adriana Platona
Position title	First Assistant Secretary
Division/Branch	Technology Assessment and Access Division
I agree that the above action is in accordance with the Guideline.	Sign/date [Signature] 25/9/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



Australian Government
Department of Health

Gift Register (Gifted to Health)

Date Received	Gifter		Item			Custodial area			Further Comments
	Organisation	Description	Value Per Unit	Quantity	Total Value	Name	Group	Contact Person	
26/06/2018	s 47G	Surf Board Sculpture	\$45	1	\$ 45	Lisa Studdert	Aged Care, Population Health and Sport	s 22	
		Commemorative Medal	\$45	1	\$ 45				
		Commemorative Coin Collection Pack	\$15	1	\$ 15				
13/09/2018	s 47G	Bottle of Wine and a Chocolate Bar	\$50	1	\$ 50	Matt Yannopoulos	COO		Item was Kept
14/07/2018	s 47G	Flowers	\$60	2	\$ 120	s 22	Coo Staff		s 47G contacted to previous department and they were a farewell Gift.
		Chocolates	\$32.50	2	\$ 65	s 22	Coo Staff		
31/08/2018	s 47G	Lunch	\$30	1	\$ 30	Matt Yannopoulos	COO		
29/09/2018	s 47G	Morning Tea and Lunch	\$50	1	\$ 50	Matt Yannopoulos	COO		
20/08/2018	s 47G	Dinner with s 47F from s 33	\$ -	1	\$ -	Matt Yannopoulos	COO		Paid for own dinner - no benefit
23/07/2018	s 47F	Box of Biscuits	\$31	1	\$ 31	Glenys Beauchamp	Secretary		Retained by Staff
25/07/2018	s 47F	A seat at s 47G	\$86.70	1	\$ 87	Glenys Beauchamp	Secretary		
15/06/2018	s 47G	Bottle of Ponte Willoni Prosecco	\$18	1	\$ 18	Glenys Beauchamp	Secretary		Retained by Staff
22/02/2018	s 47F	Box of Green Tea	\$90	1	\$ 90	Glenys Beauchamp	Secretary		Retained by Staff
15/12/2017	s 47G	Indigenous Print silk Scafe	\$50	1	\$ 50	Glenys Beauchamp	Secretary		Retained by Staff
14/11/2018	s 33	Accommodation for representation at the s 47G on Health Policy	\$ 435	3	\$ 1,305	Penny Shakespeare	Health Financing		
2/12/2018	s 33	Accommodation for representation at the s 33	\$ 249	5	\$ 1,243	Penny Shakespeare	Health Financing		
2/12/2018	s 33	Flights for representation at the s 33	\$ 1,350	1	\$ 1,350	Penny Shakespeare	Health Financing		
14/12/2018	s 47G	s 47G hoodie	\$79.95	1	\$ 80	Glenys Beauchamp	Secretary		Retained By Staff
19/12/2018	s 47G	Bottle of Winton Road Barossa Valley Shiraz	\$ 43	1	\$ 43	Glenys Beauchamp	Secretary		Retained by Staff
28/06/2019	s 47G	Travel and accommodation for assistance with the s 47G recruitment process	\$ 919	1	\$ 919	Penny Shakespeare	Health Financing		
6/09/2018	s 47F, s 47G	Coffee	\$4	1	\$4	Matt Yannopoulos	COO		
5/09/2018	s 47G	APS Review Panel discussion followed by drinks and canapes	\$30	1	\$30	Matt Yannopoulos	COO		
28/11/2018	s 47G	Book - Justice Kirby Autobiography for representing Secretary on a Panel	\$60	1	\$60	Matt Yannopoulos	COO		Retained by Staff
11/02/2019	s 47F, s 47G	Lunch Address by the PM at s 47G	\$185	1	\$185	Matt Yannopoulos	COO		
15/02/2019	s 47G	Brumbies Football Game	\$175	1	\$175	Matt Yannopoulos	COO		
22/02/2019	s 47F, s 47G	s 47G Managers Forum Luncheon	\$120	1	\$120	Matt Yannopoulos	COO		
1/04/2019	s 33	Small Wooden Clock	\$15	1	\$15	Matt Yannopoulos	COO		Retained by Staff
4/05/2019	s 47G	Ticket to Brumbies Football Game	\$185	1	\$185	Matt Yannopoulos	COO		
3/05/2019	s 47G	Book - Human Solving the Global Workforce Crisis in Healthcare	\$23	1	\$23	Matt Yannopoulos	COO		Retained by Staff
21/05/2019	s 47G	Cross Pen - thank you for leading a panel discussion	\$24	1	\$24	Matt Yannopoulos	COO		Retained by Staff
12/06/2019	s 47G	Ticket to Building the Lucky Country Speaker Series at National Pres Club	\$85	1	\$85	Matt Yannopoulos	COO		
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				
					\$ -				



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	16 FEBRUARY 2019	
*Gifter organisation or person	s 47F, s 47G	
Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)	WORK ASSOCIATE (ATTENDED GAME W PROF s 47F)	
Item	*Description	INVITATION TO WNBL FINAL BRUCE
	*Value per unit	UNCERTAIN - ESTIMATE \$20 (TICKET)
	How was the value determined?	I WAS ADVISED OF ONLINE TICKET COST
	*Quantity	1
	*Total value	\$20
*Reason for accepting gift or benefit	COLLABORATION W PROF s 47F REGARDING INTEREST IN SPORTS INTEGRITY s 47G	
*Recipient of gift or benefit	ANDREW C GODKIN	
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)	NO, LINE MANAGEMENT CONSULTED PRIOR TO ACCEPTANCE.	
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how - refer to Finance Business Rules)	N/A	

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	ANDREW C GODKIN
Position title	PA3 NUSV PHSD
Section	MSU
Branch	NISU
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date POL 20 FEB 2019

Unit Head (refer to Gifts and Benefits Policy) to complete

Name	LISA STODART
Position title	Deputy Secretary
Division/Branch	
I agree that the above action is in accordance with the Policy and FBR.	Sign/date 22.2.19

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the Records Management Guidance.



Australian Government
Department of Health

Gifting Register (Gifted to Health)

Date Received	Giftor	Item				Custodial area			Further Comments
	Organisation	Description	Value Per Unit	Quantity	Total Value	Name	Group	Contact Person	
15/02/2019	S 47F	Attend Rugby in corporate box	\$100	2	\$200	Jaye Smith	Aged Care	Jaye Smith	S 47F is a personal friend and I accepted this gift in that capacity. I have declared this friendship in my SES conflict of interest declaration

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Date	Event/Gift	Documents in TRIM	Time taken
2017-18 Financial Year			
9 October 2017	s 33 , Regional Committee Meeting 2017 Gala Dinner	E17-9006 Folder for RCM68 - Commitment Approval - BCEC #6000074857 & #6000079654 E17-89809 Folder for RCM68-Gala Dinner- 9 October- Epicure/Brisbane City Hall D18-363771 Deputy Secretary Signed Minute + Request for PAS clearance	20 minutes
22 May 2018	s 33 Australian Reception	D18-775259 Secretary Signed Minute and Official Hospitality Form- Australian Reception D18-905508 Invoice	5 minutes
2018-19 Financial Year			
17-18 June 2018	s 33, s 47F official visit to Australia Official Dinner Ground Transport	D19-740984 Secretary Signed Minute- Official Dinner D19-740983 Deputy Secretary Signed Request for Official Hospitality Form- Official Dinner D19-721422 First Assistant Secretary Signed Minute- Ground transport D19-721443 First Assistant Secretary Signed Request for Official Hospitality Form- Ground Transport	15 minutes



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
	HERD-S 22	Received	S 33	Card Holder	Under \$50
Total value of gifts given / received for 2018-19					Under \$50

s 22

Prepared by:

Signature s 22

Name & Date

Authorised by*:

[Authorised electronically]

Signature

Masha Somi, 5 July 2019

Name & Date

* = clearance by an EL2 or above

PSD Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

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Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

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Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the *PGPA Act* sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a non-corporate Commonwealth entity. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	PSD	Received	s 47F, s 47G	Book Voucher	25.00
Total value of gifts given / received for 2018-19					

s 22

Prepared by:

Maxwell Mirek
 Signature
 s 22 8/07/2019
 Name & Date
 s 22

Authorised by*:

Signature
 s 22 8/07/2019
 Name & Date

* = clearance by an EL2 or above



Gifts and Benefits Declaration form


Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*


*Date gift or benefit received	8/3/2018	
*Gifter organisation or person	s 47F, s 47G	
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	Academic organisation	
Item	*Description	Book voucher
	*Value per unit	\$25
	How was the value determined?	Unknown
	*Quantity	1
	*Total value	\$25
*Reason for accepting gift or benefit		Lecture given to master of Public Health students on health reform
*Recipient of gift or benefit		Anne-marie Boxall
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)		No
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)		Retained by staff member

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	Anne-marie Boxall
Position title	Senior Adviser
Section	
Branch	Long-term Reform Taskforce
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	Sign/date  7.3.18

Unit Head (refer to Gift and Benefits Guideline) to complete

Name	Maria Jolly
Position title	FAS
Division/Branch	Portfolio Strategies
I agree that the above action is in accordance with the Guideline.	Sign/date  13/3/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		EXECUTIVE	NIL		
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	EXECUTIVE	NIL		
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the *PGPA Act* sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

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Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	Exec	Received	s 47G	Flowers & chocolates	185.00
Departmental	Exec	Received		Seat at presentation	86.70
Total value of gifts given / received for 2018-19					\$ 271.70

s 22

Prepared by:

Signature
s 22
Name & Date
s 22
4 Jul-19

Authorised by*:

Signature
s 22
Name & Date
4 Jul-19

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	14 July 2018		
*Gifter organisation or person	s 47G		
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	S 47G were contracted to previous department (Education) and they were a farewell gift		
Item	*Description	Flowers and chocolates	
	*Value per unit	\$185.00	
	How was the value determined?	Phoned florist who provided price	
	*Quantity	2 bunches flowers and 2 boxes chocolates	
	*Total value	\$185.00	
*Reason for accepting gift or benefit			
*Recipient of gift or benefit			s 22
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)			Nil
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how — refer to Finance Business Rules)			Retained by staff member

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	s 22	
Position title	Executive Assistant/Executive Officer	
Section	Executive	
Branch		
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	Sign/date s 22 17/7/18	s 22 C717

Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	Executive
I agree that the above action is in accordance with the Guideline.	Sign/date 17/7/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	25 July 2018
*Gifter organisation or person	s 47G, s 47F
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	Peak body
Item	*Description National Press Club Address by s 47F President of the s 47G
	*Value per unit \$86.70
	How was the value determined? Via Website
	*Quantity 1 seat
	*Total value \$86.70
*Reason for accepting gift or benefit	
*Recipient of gift or benefit	Glenys Beauchamp
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)	Nil
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	N/A

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	Glenys Beauchamp
Position title	Secretary
Section	Executive
Branch	
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	Sign/date s 22 12/7 SECRET

Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	Executive
I agree that the above action is in accordance with the Guideline.	Sign/date 13/7/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).

From: s 22
Sent: Thursday, 12 July 2018 12:00
To: YANNOPOULOS, Matt
Subject: INVITATION^{s 47G} President's address at the NPC [SEC=UNCLASSIFIED]

Good morning Matt

On behalf of the Secretary, I would like to declare a gift of hospitality.

^{s 47F} Secretary General of the^{s 47G} has invited her to be a guest of the^{s 47G} at the National Press Club
Address by^{s 47F} President of the^{s 47G} on Wednesday 25 July.

The Secretary has accepted the invitation, please see below invitation from the^{s 47G} to the event.

The price of the ticket is \$86.00

Regards

s 22

Executive Assistant to Glenys Beauchamp PSM
Secretary
Department of Health
GPO Box 9848 Canberra ACT 2601

s 22

From:^{s 47F}
Sent: Monday, 9 July 2018 4:28 PM
To:^{s 22}
Subject: INVITATION:^{s 47G} President's address at the NPC [SEC=No Protective Marking]

Hi^{s 22}

^{s 47F} has asked that I send the below to you for Ms Beauchamp. If you wouldn't mind pass it on please.
Hope you are well.

Thank you

^{s 47F}

Dear Glenys

The^{s 47G} would be delighted if you are able to attend the upcoming address to the National Press Club by the
President,^{s 47F} as our guest.

The address is on Wednesday 25 July.

Kind regards

^{s 47F}

THIS DOCUMENT HAS BEEN
UNDER THE FREEDOM OF
BY THE DEPARTMENT OF



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		FMD	NIL		
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
 - b) the services would have been purchased if not received free of charge.
- Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	FMD	NIL		
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the *PGPA Act* sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	FMD	Received	s 47G	Chocolates & first aid kit	45.00
Departmental	FMD	Received		Cookie Sandwiches	65.00
Total value of gifts given / received for 2018-19					\$ 110.00

s 22

Prepared by:

Signature
s 22
4 Jul-19

Authorised by*:

Signature
s 22
4 Jul-19
Name & Date

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	18 December 2018	
*Gifter organisation or person	s 47G	
Relationship of gift to the Department/official (e.g. contracted, regulatory or peak body)	Supplier of office furniture	
Item	*Description	Butterbing Cookie Sandwiches
	*Value per unit	
	How was the value determined?	Website search
	*Quantity	16
	*Total value	\$65
*Reason for accepting gift or benefit	Just over inconsequential gift benefit cost and highly perishable. s 47G contacted to advise not too send gifts	
*Recipient of gift or benefit	Financial Business Support Branch/Property Section	
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the giver's relationship with the Department)	No. No current new furniture proposals in consideration at this time.	
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	Retained by section for consumption	

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	s 22
Position title	Director
Section	Property
Branch	Financial Business Support
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date s 22 18/12/18

Unit Head (refer to Gifts and Benefits Policy) to complete

Name	Ariana King
Position title	Assistant Secretary
Division/Branch	Financial Business Support Branch
I agree that the above action is in accordance with the Policy and FBR.	Sign/date 18/12/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's
Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	24 December 2018
*Gifter organisation or person	s 47G
Relationship of gift to the Department/official (e.g. contracted, regulatory or peak body)	First Aid training and supplies provider
Item	*Description
	Carry box with lindt balls (assorted flavours) and a small quickpick first aid kit
	*Value per unit
	How was the value determined?
	Based on items in pack
	*Quantity
	*Total value
	\$45
*Reason for accepting gift or benefit	Just under inconsequential gift benefit cost and mostly highly perishable. s 47G contacted to advise not too send gifts
*Recipient of gift or benefit	Financial Business Support Branch/ Property Section
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the giver's relationship with the Department)	No. s 47G had been accepted to undergo a 2019-2021 contract but this has been determined well before the gift was sent and the gift was identified as a recognition of previous years' work not future works
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how - refer to Finance Business Rules)	Retained by section for consumption

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	s 22
Position title	Assistant Director
Section	Property
Branch	Financial Business Support
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date s 22 2/1/2019

Unit Head (refer to Gifts and Benefits Policy) to complete

Name	Ariona King
Position title	Assistant Secretary
Division/Branch	Financial Management / Financial Bus Support
I agree that the above action is in accordance with the Policy and FBR.	Sign/date 4/1/2019

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the Records Management Guidance.



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		ACPC		NIL	NIL
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
 - b) the services would have been purchased if not received free of charge.
- Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	ACPC			NIL
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the *PGPA Act* sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

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Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
	ACPC	NIL			
Total value of gifts given / received for 2018-19					

s 22

Prepared by:

Signature
s 22
4 Jul-19
Name & Date
s 22

Authorised by*:

Signature
s 22
4 Jul-19
Name & Date

* = clearance by an EL2 or above



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

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Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		ACCD		NIL	
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

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As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

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- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	ACCD			NIL
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

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Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
	ACCC	NIL			
Total value of gifts given / received for 2018-19					\$ -

s 22

Prepared by:

Signature /
s 22 4 Jul-19
Name & Date
s 22

Authorised by*:

Signature
s 22 4 Jul-19
Name & Date

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	24 December 2018
*Gifter organisation or person	s 47G
Relationship of gift to the Department/official (e.g. contracted, regulatory or peak body)	First Aid training and supplies provider
Item	*Description
	Carry box with lindt balls (assorted flavours) and a small quickpick first aid kit
	*Value per unit
	How was the value determined?
	Based on items in pack
	*Quantity
	*Total value
	\$45
*Reason for accepting gift or benefit	Just under inconsequential gift benefit cost and highly perishable s 47G contacted to advise not too send gifts
*Recipient of gift or benefit	Financial Business Support Branch/ Property Section
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)	No. s 47G had been approached to undergo a 2019-2021 contract but this has been determined well before the gift was sent and the gift is identified as a recognition of previous years' work not core works
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	Retained by staff for consumption

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	22
Position title	Assistant Director
Section	Property
Branch	Financial Business Support
I have read and understood the Department's Gifts and Benefits Policy, relevant sections of FBR 10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date s 22 2/1/2019

Unit Head (or Gifts and Benefits Policy) to complete

Name	Ariona King
Position title	Assistant Secretary
Division/Branch	Financial Management / Financial Bus Support
I agree that the above action is in accordance with the Policy and FBR.	Sign/date 4/1/2019

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

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Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
				Nil	
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
				Nil
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

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Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	ITD	Received	s 47G	Sumbeam Toaster	49.90
Total value of gifts given / received for 2018-19					

s 22

Prepared by:

Signature 9/7/2019
Name s 22

Authorised by*:

Signature [Signature]
Name & Date

* = clearance by an EL2 or above

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
	PHSD	Received	S 33 government delegation	Umbrella	20.00
Total value of gifts given / received for 2018-19					

s 22

Prepared by:

Signature 
s 22
s 22

Authorised by*:

Signature 
s 22
Name & Date 

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gifts and Benefits Policy](#) and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	31 October 2018
*Gifter organisation or person	s 47F s 47G
Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)	Stakeholder
Item	*Description Prime Ministers XI Cricket Aust vs Sth Africa
	*Value per unit Approx \$200.00
	How was the value determined? Research of similar events
	*Quantity 1 ticket, dinner and parking
	*Total value \$200.00
*Reason for accepting gift or benefit	Stakeholder meeting
*Recipient of gift or benefit	Narelle Smith
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)	No
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	N/A

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	Narelle Smith
Position title	Assistant Secretary
Section	Office for Sport
Branch	PHSD
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	

Unit Head (refer to [Gifts and Benefits Policy](#)) to complete

Name	
Position title	
Division/Branch	
I agree that the above action is in accordance with the Policy and FBR.	Sign/date

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

PSD Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 56 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	PSD	Received	S 47F	Book Voucher	\$ 25
Departmental	PSD	Received	S 33	Small synthetic/wood picture frame branded "Ministry of Health" / "College of Medicine" received at conclusion of 15May19 meeting on MBS/PBS	Nil (it would attract negligible resale value)
Departmental	PSD	Received	S 33	Amairi' Sake, 500ml	Retail value is JPY 7,300 (approx AUD 96.50)
Departmental	HSPPC Executive	Received	S 33	Two tumbler glasses in a wooden box	Estimated cost \$130
Total value of gifts given / received for 2018-19					\$ 251.50

Prepared by:

s 22
 Signature
 s 22 23/07/2019
 Name & Date

Authorised by*:

Signature
 s 22 23/07/2019
 Name & Date

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	25 July 2018
*Gifter organisation or person	s 47F Secretary General of s 47C
Relationship of gift to the Department/official (eg contracted, regulatory or peak body)	Peak body
Item	*Description
	National Press Club Address by s 47F President of the s 47G
	*Value per unit
	\$86.70
	How was the value determined?
	Via Website
	*Quantity
	1 seat
	*Total value
	\$86.70
*Reason for accepting gift or benefit	
*Recipient of gift or benefit	
Glenys Beauchamp	
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the giver's relationship with the Department)	
Nil	
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	
N/A	

*The above information will be recorded on the Divisional and Departmental Register

Recipient to complete

Name	Glenys Beauchamp
Position title	Secretary
Section	Executive
Branch	
I have read and understand the Department's Gift and Benefits Guideline and agree that the above information is in accordance with the Guideline.	Sign/date s 22 12/7/18

Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	Executive
I agree that the above action is in accordance with the Guideline.	Sign/date 13/7/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.



Gifts and Benefits Declaration form


Use this form to declare a gift or benefit you have received in accordance with the Department's Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

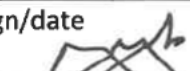
*Date gift or benefit received		28 June 2019
*Gifter organisation or person		s 33
Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)		Foreign government
Item	*Description	Sake trunkets - penten
	*Value per unit	\$130
	How was the value determined?	Internet comparison
	*Quantity	1
	*Total value	130
*Reason for accepting gift or benefit		Souvenir - 1 paid value of gift > \$50
*Recipient of gift or benefit		Caroline Edwards
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)		no
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how - refer to Finance Business Rules)		Retained by staff member (having paid \$80)

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	Caroline Edwards,
Position title	Dep. Sec.
Section	
Branch	
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date 

Unit Head (refer to Gifts and Benefits Policy) to complete

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	
I agree that the above action is in accordance with the Policy and FBR.	Sign/date  29/7/19

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

From: Moody, Donna
Sent: Tuesday, 4 September 2018 9:51 AM
To: s 22
Cc: s 22
Subject: RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Fine with me

Sent with BlackBerry Work
(www.blackberry.com)

From: s 22
Date: Tuesday, 04 Sep 2018, 8:23 am
To: Moody, Donna <Donna.MOODY@health.gov.au>
Cc: s 22
Subject: FW: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi Donna,
Qld HGN has purchased 2 tickets (\$150 each) to the annual s 47G Forum on 14 September 2018. This does not include the evening gala dinner. The department has been offered 2-3 tickets (valued at \$150), as the department is the main funder of s 47G to attend the dinner.
I would like to send at least one person (either s 22 or myself as we will not be attending the Forum during the day) to attend for networking purposes.
Are you ok with this?

Regards
s 22

State Manager
Health Grants and Network – Queensland Office
Indigenous Health Programs Lead
Australian Government Department of Health

s 22

Location: Level 17, 160 Ann Street, Brisbane.
Mail: c/o GPO Box 9848 Brisbane QLD 4001



We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to our elders past, present and future and value the contributions Indigenous Australians make in our society.

From: s 47F
Sent: Friday, 10 August 2018 1:07 PM
To: s 22
Subject: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=No Protective Marking]

Importance: High

Dear s 22

I hope you are all well.

You may be aware that s 47G is celebrating an important milestone this year – we're turning 20! We're celebrating with a gala dinner, which will be held at the Convention Centre in Brisbane on Fri 14 Sept from 6.30pm. As our main funder, we would like to offer you each two-three complimentary tickets to this event. Please let me

know if you're able accept these and who from your departments will be coming so that I can arrange for someone here to send you the tickets.

The gala dinner will follow our usual annual 'healthy communities forum'. You are more than welcome to register for this also (as per usual registration process). Please share with your colleagues, as you see appropriate.

More information about both the celebratory gala dinner and the forum can be found on our website – see:

s 47G

s 22 , I'm aware that you're interstate and operate on very limited travel budgets but we wanted to ensure you're aware of these events, in case you are able to attend.

Many thanks and I look forward to your replies soon.

Kind regards

s 47F

s 47G

THIS DOCUMENT HAS BEEN RELEASED
UNDER THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH

THIS DOCUMENT HAS BEEN RELEASED
UNDER THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH

From: s 22
Sent: Wednesday, 12 September 2018 9:07 AM
To: s 47F
Cc: s 47F
Subject: RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi s 47F ,

I have a change in plans, I would like to attend the gala dinner if it is not too late to secure a spot.

Thanks

s 22

State Manager
Health Grants and Network – Qld and NT Offices
Indigenous Health Programs Lead
Australian Government Department of Health
s 22

Location: Level 17, 160 Ann Street, Brisbane.
Mail: c/o GPO Box 9848 Brisbane QLD 4001



We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to our elders past, present and future and value the contributions Indigenous Australians make in our society.

From: s 47F
Sent: Monday, 10 September 2018 2:18 PM
To: s 22
Cc: s 47F
Subject: RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Noted. Many thanks for confirming, Tessa.
See you Friday.

Kind regards

s 47G, s 47F

From: s 22

Sent: Monday, 10 September 2018 2:15 PM

To: s 47F ; s 22

Cc: s 47F

Subject: RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi s 47F ,

Unfortunately s 22 colleagues will not be able to make the dinner either as they have flights to catch.

Regards

s 22

State Manager

Health Grants and Network – Qld and NT Offices

Indigenous Health Programs Lead

Australian Government Department of Health

s 22

Location: Level 17, 160 Ann Street, Brisbane.

Mail: c/o GPO Box 9848 Brisbane QLD 4001



We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to our elders past, present and future and value the contributions Indigenous Australians make in our society.

From: s 47F

Sent: Monday, 10 September 2018 1:59 PM

To: s 22

Cc: s 47F

Subject: RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Many thanks for the update, s 22 .

We have noted s 22 attendance at the dinner and look forward to welcoming her.

I'm also looking forward to seeing you and s 22 colleagues at the Forum, itself. I understand that someone will advise later today as to whether s 22 colleagues will be staying on for dinner.

Kind regards

s 22, s 47F

s 47G

THIS DOCUMENT HAS BEEN RELEASED
UNDER THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH

From: s 22

Sent: Monday, 10 September 2018 10:50 AM

To: s 47G

s 22

Subject: RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi s 47F

Thank you for the offer of these tickets.

Unfortunately s 22 are not able to attend the gala dinner but s 22, Director for Aged Care Regulation and Health Representation Teams, Qld office would appreciate a ticket to attend the dinner.

I know that s 22 has two officers attending the Forum and will confirm their availability or not to attend the dinner later today.

I will be there for the Forum and look forward to catching up with you then.

Regards

s 22

State Manager

Health Grants and Network – Qld and NT Offices

Indigenous Health Programs Lead

Australian Government Department of Health

s 22

Location: Level 17, 160 Ann Street, Brisbane.

Mail: c/o GPO Box 9848 Brisbane QLD 4001



We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to our elders past, present and future and value the contributions Indigenous Australians make in our society.

From: s 47F

Sent: Friday, 10 August 2018 1:07 PM

To: s 22

Subject: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=No Protective Marking]

Importance: High

Dear^{s 22}

I hope you are all well.

You may be aware that^{s 47G} is celebrating an important milestone this year – we're turning 20! We're celebrating with a gala dinner, which will be held at the Convention Centre in Brisbane on Fri 14 Sept from 6.30pm. As our main funder, we would like to offer you each two-three complimentary tickets to this event. Please let me know if you're able to accept these and who from your departments will be coming so that I can arrange for someone here to send you the tickets.

The gala dinner will follow our usual annual 'healthy communities forum'. You are more than welcome to register for this also (as per usual registration process). Please share with your colleagues, as you see appropriate.

More information about both the celebratory gala dinner and the forum can be found on our website – see:
^{s 47G}

Abha and Rhonda, I'm aware that you're interstate and operate on very limited travel budgets but we wanted to ensure you're aware of these events, in case you are able to attend.

Many thanks and I look forward to your replies soon.

Kind regards

^{s 47F}

^{s 47G}

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